

S-E-C-R-E-T

OTR

OFFICE OF TRAINING REGULATION NO. 5-2

7 November 1957

SUBJECT: Coordination of Proposed Regulatory Issuances

REFERENCE: OTR Regulation 1-1, dated 20 June 1956

RESCISSION: OTR Regulation 5-2, dated 18 April 1955

1. GENERAL

This Regulation sets forth responsibilities and procedures for the initiation and coordination of Agency and Office of Training regulatory issuances.

2. POLICY

- a. The Chief, Support Staff is responsible for the review and coordination within OTR of all proposed Agency and OTR regulatory issuances, and the initiation of all proposed Agency issuances in the "Training" series. PPS
- b. School and Staff Chiefs are responsible for the initiation of OTR regulatory issuances, the contents of which relate solely to their individual functions and responsibilities.

3. RESPONSIBILITIES & PROCEDURES

- a. Proposed Agency Regulatory Issuances (except those in the "Training" series).

- (1) The Administrative Officer, OTR, shall act for the Chief, Support Staff in coordinating all such proposed issuances within OTR. He shall serve as the point of contact between OTR and the Regulations Control Staff and between OTR and the originator on all matters relating to a proposed issuance.
- (2) Recipients of a proposed Agency issuance shall prepare any necessary comments and return the proposed issuance to the AO/TR by the indicated suspense date. All questions will be coordinated through the AO/TR who will submit unresolved differences to the DTR for final decision.

- b. Proposed Agency Regulatory Issuances in the "Training" Series.

The Registrar, OTR, shall act for the Chief, Support Staff, in initiating any proposed Agency issuance in the "Training" series. He shall effect necessary coordination within OTR and submit the proposed issuance through AO/TR to the ADD/S in accordance with DD/S memorandum, dated 30 June 1956, "Procedure for Processing Regulatory Material."

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c. Proposed OTR Regulatory Issuances.

School and Staff Chiefs shall initiate any proposed issuance deemed necessary to carry out their individual missions and functions, coordinate the proposed issuance with other Agency components concerned and submit four copies to the AO/TR for coordination within OTR.



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Distribution:

School, Staff and Branch Chiefs, OTR

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